

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, October 24, 2017, 6:00 p.m.**

Selectboard: Rick Heh and Pat Sabalis

Town Staff: Brian Bigelow

Public: Ruth Miller (MMCTV), Dean Grover, Denise McCord, Stacy Turkos, Peter Bennett, Ruth Julianelle, Karen McKnight, Gerard Adams, Steve Webster, Daphne Tanis, Walt Tanis, Lincoln Weed

6:02 p.m. Call to order, adjustments to agenda. Meeting called to order by Chair. Adjustments to Agenda: Add an Executive Session prior to adjournment. Ensure to discuss roofing contractor Lossmann visiting the town garage roof and FWWhitcomb invoice as part of 'Member's Items'.

6:03 p.m. Public Comment Period. Denise McCord requested having a Traffic Study performed on River Road in Underhill Center. She feels it is time to have a qualified expert provide traffic calming options for the area. Selectboard agreed to consider her request.

6:07 p.m. Access Permit Tomasi (PV079) Final Access Approval. Consultant Dean Grover spoke to the application. The project received Preliminary Approval in January with a condition to redesign the turnaround to meet the local standard. The change was made during the subdivision process with the Development Review Board (DRB) fulfilling that condition.

Rick Heh moved to approve the application with the five standard conditions. Pat Sabalis seconded and the motion carried 2-0.

By consensus the Selectboard adjusted the agenda to review minutes and warrants and New Business until the announced start time for the next agenda item.

6:09 p.m. Warrants and Minutes. Board reviewed and signed current warrants with the exception of four ADA/Flagging invoices. Staff to provide additional information on those invoices and Pat Sabalis authorized to sign for those invoices after questions are answered.

Rick Heh moved to approve the minutes of the October 10, 2017 Regular Meeting of the Selectboard. Pat Sabalis seconded and the motion passed 2-0.

Rick Heh moved to approve the minutes of the October 17, 2017 Special Meeting of the Selectboard. Pat Sabalis seconded and the motion passed 2-0.

Minutes of the October 10, Special Meeting deferred until Kurt Johnson and Rick Heh both in attendance.

6:18 p.m. New Business:

2018 Green Up Day Coordinator. Pat Lamphere has been contacted and is willing to be reappointed.

Rick Heh moved to appoint Pat Lamphere as the Town of Underhill's 2018 Green Up Day Coordinator. Pat Sabalis seconded and the motion carried 2-0.

6:21 p.m. Energy Committee Update on Conceptual Solar Array at 77 New Road (NR077X).

Underhill Energy Committee (UEC) Chair Peter Bennett reviewed the UEC provided outline with the Selectboard and members of the public. The UEC was asked by the Selectboard is to look further into the installation of a solar array on the closed and capped former town landfill; a proposal originally initiated by Green Lantern Group (GLG).

Steve Webster, Stacy Turkos, Ruth Julianelle, Karen McKnight, Gerard Adams, Steve Webster, Daphne Tanis, Walt Tanis and Lincoln Weed commented. Concerns voiced included: potential costs, liability issues, safety, wildlife habitat impacts within the Conservation District. Benefits identified included: lease payments to the Town, increase to Grand List, provision of clean power, progress towards locally provided clean energy. The UEC will gather additional information including: exploring GLG's references, examine and compare alternative solar generation models and other site options in both Vermont Electric and Green Mountain Power service territories. The Conservation Commission will interface with the UEC. There is unanimous interest in working together to identify other potential locations. At the appropriate time, the Selectboard may decide to solicit additional options from other vendors.

7:39 p.m. Member Items, Correspondence, Announcements, Schedule. Notice made of the November 7, 2017 Regular Selectboard Meeting being rescheduled to November 14th due to lack of a quorum. Chair authorized to sign warrants on regular schedule.

Correspondence. Selectboard acknowledged receipt of:

- Request of Stacy Turkos (DRB) to use \$60.00 in Selectboard Contingency Funds to attend a Vermont League of Cities and Towns Planning and Zoning Forum. Consensus to approve the expenditure.
- Memorandum from Town Clerk regarding Town Hall interior renovations and maintenance. Estimate from Hank Listenik (dba Handyman Hank) in the amount of \$1,756.00.

Rick Heh moved to accept the estimate contingent upon the Town Clerk checking references and signing off on the work at completion. Pat Sabalis seconded and the motion carried 2-0.

- Receipt of Current Expense Note from Community Bank in the amount of \$50,000 for Repairs to Town Hall.

Rick Heh moved to accept the note as presented. Pat Sabalis seconded and the motion carried 2-0. Selectboard signed the note.

- Memorandum from Town Clerk regarding changing vendors for Land Records scanning program and equipment to include the cancellation of contract with Conduent and entering into a contract with Kofile. Monthly costs are the same and are paid for out of Restoration Funds.

Rick Heh moved to terminate the current Conduent contract and enter into the contract with Kofile as presented. Pat Sabalis seconded and the motion carried 2-0. Selectboard signed the documents.

- Selectboard reviewed the FY 2019 Budget schedule and declined to schedule a Special Meeting. All first draft information to be included in the packet for the November 21 meeting.

- Memorandum from Finance Director regarding Computer Hardware Warranties. Quote received from Techgroup for an additional 1 year warranty on two desktop computers in the amount of \$328.36. Consensus of Selectboard is renew the warranties.
- Memorandum from Finance Director regarding invoice approval for paving performed by Wilfred King Paving. Invoice amount is in excess of quote. Staff to speak with Nate Sullivan to determine the cause for the difference.
- Current Budget Status Report and unassigned Fund Balance. Chair to contact Finance Director regarding her notes included on the Budget Status Report.
- Notice of Municipal Roads Workshop on December 6, 2017 with a registration deadline of November 29. Interested members to confirm availability by 11/29/17.

Member items:

- Chair signs Albertini Trail Easement.
- Town Administrator to contact Contractor Frank Lossmann to inspect Town Garage Roofs.
- Chair made notice of receipt of FWWhitcomb invoice, complimented the work performed and noted the very accurate estimate of materials (est. 2,157 tons vs 2,176.38 tons).
- Selectboard reviewed draft Class 4 matrix as prepared by staff. Additional considerations to include are: dead end or through road status, existing infrastructure and road conditions. Notice made of receipt of email from David Demarest dated October 17, 2107 regarding Class 4 maintenance.

8:20 p.m. Executive Session 1 VSA §313(a)(1) the appointment, employment or evaluation of a public officer or employee.

To facilitate discussion about the Town Attorney's input about Crane Brook Trail the Chair moved that the Selectboard find that premature general public knowledge of pending or probable civil litigation involving the Town would clearly place the Town at a substantial disadvantage. Pat Sabalis seconded and the motion passed 2-0.


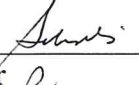
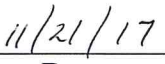
Chair moved that the Selectboard enter Executive Session to discuss pending or probable civil litigation that the Town is a party to under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Pat Sabalis seconded and the motion passed 2-0.

At 9:09 p.m. the Chair moved to exit Executive Session. Pat Sabalis seconded and the motion passed 2-0. No actions taken as a result of Executive Session.

9:10 p.m. Adjournment: On a motion made by Rick Heh and seconded by Pat Sabalis the Selectboard unanimously voted to adjourn.

Submitted by Brian Bigelow, Town Administrator

Read and Approved as submitted/amended




 Rick Heh, Chair Patricia Sabalis Date